



CITY OF GODLEY

CITY ADMINISTRATOR



**Safe Community
High Quality of Life
Economic Prosperity
Fiscally Sustainable**

COMMUNITY ★ SAFETY ★ OPPORTUNITY

CITY OF GODLEY

CITY ADMINISTRATOR



ABOUT THE COMMUNITY

The City of Godley, Texas is a rapidly-growing community located southwest of the DFW metroplex, a quick 25 minute drive down the Chisholm Trail Toll Road. Godley is well known for its family friendly atmosphere, small town charm, and commitment to economic prosperity. The City's close proximity to the Dallas-Fort Worth metroplex has fueled its recent exponential growth.

Established in 1886 and named after R. B. Godley, a Cleburne lumber merchant who donated an eight-acre tract for a townsite and twenty acres of land as a right-of-way to the Gulf, Colorado and Santa Fe Railway. A railway station was constructed in 1886 and by 1888, when the post office opened, Godley had a gristmill, three cotton gins, and two dairy-processing plants. The City has grown in population by more than 50% in the last 10 years, with even more growth just outside the corporate limits, and offers a variety of local shopping and eating establishments—this makes Godley one of the most attractive markets to live south of the metroplex.

GOVERNANCE & ORGANIZATION

The City of Godley is a Type A General Law municipality that is committed to delivering consistent, highly skilled, efficient, and responsive services to the community in a fiscally responsible manner.

The City Council is comprised of the Mayor and five at-large Council Members. The City Council appoints the City Administrator, City Secretary, City Attorney, Municipal Prosecutor, and Municipal Judge.



EDUCATION & EXPERIENCE

Requires a bachelor's degree in public administration, Government, Political Science, Business Administration or a related field. A Master's degree is desired but not required.

Being a Certified Public Manager and or a Credentialed Manager is desired but not required.

Three to five years progressively responsible positions in public administration.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fiscal functions and practices of municipal governments.

Experience and oversight of procedures and processes in governmental accounting, finance budget preparation and administration, treasury functions, purchasing, tax, water and sewer customer service, municipal operations and data processing.

ESSENTIAL DUTIES & RESPONSIBILITIES

Devotes all of their working time and attention to the affairs of the City.

Communicates and works well with the public, employees and City Council.

Is responsible to the City Council for the efficient administration of the City's affairs.

Appoints and removes, in his or her sole discretion, all City employees except those appointed by City Council as provided for in the City of Godley code of ordinances.

Organizes all City work operations.

Exercises supervision and control over all departments created by the City Council.

Performs any other duties as may be prescribed by Ordinance, Resolution or as directed by the City Council or that may be proper for the efficient administration of the City's affairs.

Assures that all terms and conditions imposed in favor of the City in a public utility franchise is faithfully kept, taking appropriate action to correct any violation.

Attends all meetings of the City Council and takes part in discussions, making recommendations to the City Council when appropriate.

Keeps the City Council fully advised as to the financial condition and needs of the City.

Executes contracts on behalf of the City when authorized by Ordinance, Resolution, or City Council action.

Has the ability to read and understand difficult source documents in print or on a computer screen.

Has the ability to use a PC for extended periods of time for correspondence and memorandums as well as software applications in Word, Excel, PowerPoint and other Microsoft Office programs. Prior experience with Incode applications is desired.

Ability to maintain and build excellent working relationships between the City of Godley and Johnson County, Godley Independent School District, Federal and State agencies as well as Federal and State elected officials and the local business community.

FINANCIAL RESPONSIBILITIES:

Prepare and submit an annual budget to the Mayor and City Council for adoption and assures the City operates within the adopted budget.

Ensure a clean audit at the end of each fiscal year.

Ensure that all accounts of revenues and disbursements are properly booked and accounted for.

Prepare at least monthly, reports and statements to present to Mayor and City Council indicating the financial status and cash position of the City.

Maintain oversight of all financial transactions including billing and payroll.

Seek out and apply for alternate funding sources such as grants and loans.

Supervision and control over all City purchases in accordance with the budget and Council policy.

Any additional responsibilities that may be directed by Ordinance, Resolution or Mayor and City Council directive.



CITY OF GODLEY CITY ADMINISTRATOR

COMPENSATION & BENEFITS

The City of Godley offers a competitive salary commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at the rate of 6% employee deposit rate, with a municipal matching ratio of 1:1 and a five-year vesting period.

The City offers a comprehensive benefits package, which includes paid vacation, paid holidays, employer-paid medical, dental, vision, life insurance, death benefit and retirement benefits. Optional enrollment in dependent medical/dental coverage are offered as

APPLICATION PROCESS

For more information or to apply for this position, please send your resume or contact:

Michael Papenfuss—Mayor Pro Tem

RECRUITMENT@GODLEYTX.GOV

The City of Godley is an Equal Opportunity Employer and values diversity in its workplace. Finalists for this position will be subject to a pre-employment drug screening and comprehensive background check.

This position is open until filled.

RESOURCES

[City of Godley](#)

[Godley Code of Ordinances](#)

[City of Godley 2022-2023 Budget](#)



We at the City of Godley would like to **thank you** for taking the time to read over this job posting. Our team is looking for a highly motivated individual who has an eagerness to learn and adapt to a changing environment. We understand that your time is valuable, if you have any questions please reach out and we will be sure to answer those for you—our recruitment process has been streamlined with you in mind.

CITY OF GODLEY

200 W. Railroad St. Godley, TX 76044

Main: (817) 389-3539

Fax: (817) 886-2547

Monday - Friday 8 AM - 5 PM

COMMUNITY ★ SAFETY ★ OPPORTUNITY